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Prepared By: Karla Webb, Story County Community Services, 126 S. Kellogg Ave., Ste. 001, Ames, IA 50010 (515) 663-2930

Please return to:  
Community Services

**STORY COUNTY IOWA  
ORDINANCE NO. 305  
AN ORDINANCE AMENDING CHAPTER 20 GENERAL ASSISTANCE PROGRAM, SECTIONS  
20.01 PURPOSE, 20.02 DEFINITIONS, 20.03 ELIGIBILITY FOR GENERAL ASSISTANCE,  
20.05 GENERAL ASSISTANCE APPLICATION, 20.06 REVIEW BY THE BOARD, AND 20.07  
APPEAL, OF THE STORY COUNTY CODE OF ORDINANCES.**

BE IT ENACTED by the Board of Supervisors of Story County, Iowa:

Section 1. Purpose. An Ordinance amending Chapter 20 – General Assistance Program of the Story County Code of Ordinances, as follows, to update the Sections 20.01 Purpose, 20.02 Definitions, 20.03 Eligibility for General Assistance, 20.05 General Assistance Application, 20.06 Review by the Board, and 20.07 Appeal.

Section 2. Proposed Amendments. The amendments are as shown in Attachment A of this ordinance and are summarized below.

**20.01 Purpose**

- *Amending the statement as indicated by the changes below:*  
It is the position of the County that provision of assistance to poor or needy persons is a matter of public benefit as well as a statutory duty of the County, and to that end general assistance, as defined herein, shall be administered to poor or needy families and individuals, as identified by General Assistance Manual guidelines, promptly, humanely, and equitably, in order to assure those persons decent, healthful living situations.

**20.02 Definitions**

- *Amending the listed definitions as indicated by the changes below:*
  1. "Designee" means qualified ~~Community Services~~ General Assistance staff appointed by the Director to help administer the County's General Assistance program.
  2. "Director" means the ~~Community Services~~ General Assistance Director appointed or designated by the Story County Board of Supervisors to oversee the County's General Assistance program.

4. "General assistance" means County payment made on behalf of poor or needy persons for rent, utilities, food, medical services, burial, and miscellaneous expenses.

5. "Poor" defined by Iowa Code 252.1 as persons who have no property, exempt, or otherwise and are unable, because of physical or mental disabilities, to earn a living by labor.

~~56. "Needy" means a lack of resources to maintain self or family in a decent, healthful situation.~~ defined by Iowa Code 252.1 as persons who have some means when conducive to their welfare and the best interests of the public.

### **20.03 Eligibility for General Assistance**

- *Amending the statement as indicated by the changes below:*

Eligibility for general assistance shall be determined on the basis of need as established and verified by the ~~Community Services~~ General Assistance Director or designee, according to the guidelines set out in Sections III and IV of the General Assistance Manual and shall be determined without regard to race, creed, religion, national origin, sex or age.

### **20.05 General Assistance Application**

- *Amending the statement as indicated by the changes below:*

Application for general assistance shall be made to the Director or designee on forms supplied by the ~~Community Services~~ General Assistance Office. Upon receipt of a completed application ~~The~~ the Director or designee shall give written notification to the applicant of the decision to grant, pend, or deny the application within five working days ~~after receipt of the completed application.~~ Such notice shall include the factual basis for the Director's or designee's decision, a statement of the right to appeal, and a recital of appeal procedures.

### **20.06 Review by the Board**

- *Amending the section as indicated by the changes below:*

Notice of the hearing shall be given to the applicant in the same manner as if the applicant had taken the appeal.

### **20.07 Appeal**

- *Amending the Section 20.07.2 as indicated by the changes below:*

Any written appeal or communication to the Director by or on behalf of an applicant requesting appeal of the Director's or designee's determination shall be received by the Director and put immediately upon the Board's agenda in accordance with Chapter 21, Code of Iowa, for the next regular Board meeting, provided that such appeal shall not be heard sooner than five working days after appeal is taken.

Section 3. Repealer. All ordinances or parts, of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 5. Effective Date. This ordinance shall be effective after its final passage, approval and publication of the ordinance or a summary thereof, as provided by law.

**Action upon FIRST Consideration:** Approved  
**DATE:** June 21, 2022

Moved by: Heddens  
Seconded by: Murken  
Voting Aye: Heddens, Murken, Faisal  
Voting Nay: none  
Not Voting: none  
Absent: none


**Action upon SECOND Consideration:** Approved  
**DATE:** June 28, 2022

Moved by: Murken  
Seconded by: Heddens  
Voting Aye: Heddens, Murken, Faisal  
Voting Nay: none  
Not Voting: none  
Absent: none

**Action upon THIRD Consideration:** WAIVED  
**DATE:** \_\_\_\_\_

Moved by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Voting Aye: \_\_\_\_\_  
Voting Nay: \_\_\_\_\_  
Not Voting: \_\_\_\_\_  
Absent: \_\_\_\_\_

ADOPTED THIS 28 day of June, 2022.

  
\_\_\_\_\_  
Chairperson, Board of Supervisors

Attest:


  
\_\_\_\_\_  
County Auditor

ROLL CALL	Latifah Faisal	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
FOR ALLOWANCE	Lisa Heddens	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>
	Linda Murken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>

ALLOWED BY VOTE  
OF BOARD

Yea 3 Nay 0 Absent 0

  
\_\_\_\_\_  
CHAIRPERSON

Above tabulation made by 

**ATTACHMENT "A"**

**Chapter 20 General Assistance Program with Proposed Changes**

CHAPTER 20  
GENERAL ASSISTANCE PROGRAM

20.01 Purpose	20.05 General Assistance Application
20.02 Definitions	20.06 Review by the Board
20.03 Eligibility for General Assistance	20.07 Appeal
20.04 General Assistance Manual	20.08 Appeal Hearings

20.01 PURPOSE.

It is the position of the County that provision of assistance to poor or needy persons is a matter of public benefit as well as a statutory duty of the County, and to that end general assistance, as defined herein, shall be administered to poor or needy families and individuals, as identified by General Assistance Manual guidelines, promptly, humanely, and equitably, in order to assure those persons decent, healthful living situations. Together, this chapter and the Story County General Assistance Manual fulfill the duties imposed upon the County by Chapter 252 of the Code of Iowa.

20.02 DEFINITIONS.

The definitions of terms used in this chapter are as follows:

1. "Designee" means qualified ~~Community Services~~ General Assistance staff appointed by the Director to help administer the County's General Assistance program.

2. "Director" means the ~~Community Services~~ General Assistance Director appointed or designated by the Story County Board of Supervisors to oversee the County's General Assistance program.

3. "Family" means the person applying for general assistance, that person's spouse, children under 18 years of age, older children who are dependent on the applicant due to school attendance or incapacity, and anyone else domiciled with the applicant and dependent upon the applicant according to guidelines used by the State Department of Revenue in collecting income tax.

4. "General assistance" means County payment made on behalf of poor or needy persons for rent, utilities, food, medical services, burial, and miscellaneous expenses.

5. "Poor" defined by Iowa Code 252.1 as persons who have no property, exempt, or otherwise and are unable, because of physical or mental disabilities, to earn a living by labor.

56. "Needy" means ~~a lack of resources to maintain self or family in a decent, healthful situation.~~ defined by Iowa Code 252.1 as persons who have some means when conducive to their welfare and the best interests of the public.

67. "Vendor payment" means a County Auditor's warrant to the supplier of goods or services.

20.03 ELIGIBILITY FOR GENERAL ASSISTANCE.

Eligibility for general assistance shall be determined on the basis of need as established and verified by the ~~Community Services~~General Assistance Director or designee, according to the guidelines set out in Sections III and IV of the General Assistance Manual and shall be determined without regard to race, creed, religion, national origin, sex or age.

#### 20.04 GENERAL ASSISTANCE MANUAL.

1. The rules, regulations, standards, and guidelines for administering general assistance shall comprise the General Assistance Manual.
2. The General Assistance Manual shall be adopted by resolution of the Board.
3. Amendments to the General Assistance Manual shall be made by resolution pursuant to Section 331.302 of the Code of Iowa, following publication of notice of the proposed change and opportunity for the public to be heard.
4. Copies of the General Assistance Manual shall be available to the public in the office of the Director.

#### 20.05 GENERAL ASSISTANCE APPLICATION.

Application for general assistance shall be made to the Director or designee on forms supplied by the ~~Community Services~~General Assistance Office. Upon receipt of a completed application ~~The the~~ Director or designee shall give written notification to the applicant of the decision to grant, pend, or deny the application within five working days ~~after receipt of the completed application~~. Such notice shall include the factual basis for the Director's or designee's decision, a statement of the right to appeal, and a recital of appeal procedures.

#### 20.06 REVIEW BY THE BOARD.

The Board may review the determination of eligibility made by the Director or designee. If the Board questions any allowance of assistance benefits allowed by the Director or designee, it shall take no action concerning such allowance until it conducts a hearing. Notice of the hearing shall be given to the applicant in the same manner as if the applicant had taken the appeal. This hearing shall proceed in the same manner as an appeal by the applicant from the Director's or designee's determination.

#### 20.07 APPEAL.

1. Every applicant, whether granted assistance or not, shall be informed in the Director's or designee's written decision of the applicant's right to appeal from such decision to the Board of Supervisors. The applicant shall be informed: (i) of the method by which an appeal may be taken; and (ii) that he or she may represent himself or herself, or may be represented by counsel at applicant's expense.
2. The written appeal or communication shall be made to the Director within 10 days after the Director's or designee's determination, shall provide applicant's current address and telephone number, and shall state the reasons for the appeal. Any written appeal or communication to the Director by or on behalf of an applicant requesting appeal of the Director's or designee's determination shall be received by the Director and put ~~immediately~~ upon the Board's agenda in accordance with Chapter 21, Code of Iowa, for the next regular Board meeting, provided that such appeal shall not be heard sooner than five

working days after appeal is taken. The applicant shall be informed immediately, by telephone and by ordinary mail, of the date and time of hearing before the Board. Applicant and applicant's attorney, upon written authorization from applicant, shall be granted access by the Director to applicant's case file upon request.

#### 20.08 APPEAL HEARINGS.

1. The Board of Supervisors shall hear applicant's appeal at the time scheduled in the agenda unless continuance is requested by applicant and granted by the Board of Supervisors. Applicant shall be permitted to present any evidence desired in support of the appeal by personal testimony, by having other witnesses testify, by offering documentary evidence and by reasonable cross examination of other witnesses, if present. The technical rules of evidence shall not apply. The Board may set reasonable times for the present action of the parties at any appeal. The applicant's file shall be admitted into evidence. The Board may question the applicant, and the Director shall present the Board with the reasons for the determination. The appeal shall be tape recorded. The hearing before the Board shall not be an open meeting under Chapter 21, Code of Iowa, since the confidential files of the applicant will be in evidence. When the Board deliberates on the appeal, no persons other than Board members shall be present. The Board's deliberations shall not be tape recorded.

2. The Board shall make a decision on the appeal within 10 working days after the hearing. The Board's findings of fact and decision shall be based only on the evidence submitted during the hearing. Immediately after making its decision, the Board shall mail to applicant at his or her last known address, by ordinary mail, its decision in writing. The decision shall state the reasons for the action and shall also state that an appeal may be taken to District Court from the Board's determination, and shall state the method by which such appeal may be taken.

3. Any appeal from the Board's decision to the District Court shall be allowed within the time and by the manner and procedures established under the Iowa Administrative Procedures Act, Chapter 17A, Code of Iowa.



**STORY COUNTY IOWA  
RESOLUTION OF THE BOARD OF SUPERVISORS  
RESOLUTION NUMBER #22-96**

**RESOLUTION BY STORY COUNTY BOARD OF SUPERVISORS  
CONSIDERING AMENDMENTS TO THE GENERAL ASSISTANCE MANUAL**

**WHEREAS**, Chapter 20 – General Assistance Program, of the *Story County, Iowa Code of Ordinances* establishes the General Assistance Program with the stated purpose as: "20.01 PURPOSE. It is the position of the County that provision of assistance to needy persons is a matter of public benefit as well as a statutory duty of the County, and to that end general assistance, as defined herein, shall be administered to needy families and individuals, as identified by General Assistance Manual guidelines, promptly, humanely, and equitably, in order to assure those persons decent, healthful living situations. Together, this chapter and the Story County General Assistance Manual fulfill the duties imposed upon the County by Chapter 252 of the Code of Iowa"; and

**WHEREAS**, General Assistance is emergency assistance for low-income and indigent residents of Story County; and

**WHEREAS**, General Assistance can assist eligible persons with items such as: burial assistance, emergency medical treatment, food vouchers, prescription drugs, rent, utilities; and other basic needs on a case-by-case basis; and

**WHEREAS**, Section 20.04 GENERAL ASSISTANCE MANUAL specifies that "Amendments to the General Assistance Manual shall be made by resolution pursuant to Section 331.302 of the Code of Iowa, following publication of notice of the proposed change and opportunity for the public to be heard;" and

**WHEREAS**, legal notice of the proposed public hearing regarding Resolution No. 22-96 Considering Amendments to the General Assistance Manual in accordance with Section 20.04 of the *Story County, Iowa Code of Ordinance* was published in the official newspapers of Story County on Thursday, June 16, 2022; and

**WHEREAS**, a summary of the proposed amendments outlined in Resolution No 22-96 is outlined below and the complete text of the proposed amendments attached to this Resolution:

- Added and removed language in Section I General Provisions C. Eligibility
- Removed reference to Community Services throughout the manual
- Added reference to Iowa Code 331.394 in Section IV Eligibility Criteria A. Location
- Clarified frequency of assistance for needy and poor
- Added application time frame for burial assistance
- Added guidelines for Supplemental Security Income Interim Assistance
- Updated reference to appeal sections in General Assistance Program Ordinance

**WHEREAS**, the Story County Board of Supervisors of Story County, Iowa held a public meeting on this matter on the 21st day of June, 2022.

**BE IT RESOLVED THEREFORE**, by approving Resolution No 22-96 Considering

**IT IS FURTHER RESOLVED** that the Chairperson of the Board of Supervisors and the Clerk to the Board of Supervisors are authorized and they are hereby directed to certify a copy of this Resolution as the voluntary act and deed of the Board of Supervisors of Story County, Iowa.

Dated this 21st day of June 2022.

\_\_\_\_\_  
Chairperson, Board of Supervisors

Attest:

\_\_\_\_\_  
County Auditor

ROLL CALL  
FOR ALLOWANCE

Latifah Faisal	Yea___	Nay___	Absent___
Lisa Heddens	Yea___	Nay___	Absent___
Linda Murken	Yea___	Nay___	Absent___

ALLOWED BY VOTE  
OF BOARD

Yea\_\_\_ Nay\_\_\_ Absent\_\_\_

\_\_\_\_\_  
CHAIRPERSON Above tabulation made by \_\_\_\_\_